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ADMINISTRATIVE AND RESEARCH OFFICE  
BUDGET, PROGRAM PLANNING AND  
MANAGEMENT DIVISION  
FINANCIAL ADMINISTRATION DIVISION

July 10, 2002

FINANCE MEMORANDUM

MEMO NO. 02-09

TO: All Department Heads

FROM: Stanley Shiraki  
Director of Finance

SUBJECT: Update of Program Review

Enclosed are program review summaries for your departmental programs. In anticipation of the next budget cycle and for financial planning purposes, your assistance is required in updating our program review. This review was last performed in 1995.

Please examine each program and amend as necessary to reflect statutory/organizational changes. The FY 03 budget will be the financial baseline.

For each activity listed, indicate its importance in the specified program with a ranking of high (H), medium (M), or low (L). Additionally, please indicate the percentage of the program's time spent in performing each activity.

Any questions regarding these instructions should be addressed to the budget analyst assigned to your department.

Your cooperation is appreciated. It is requested that your review be completed no later than **Friday, August 2, 2002**.

Attachments

***DEPARTMENTAL ATTACHMENTS ARE AVAILABLE UPON REQUEST.***